

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Modifying Procedures

The Modify action can be used to modify procedure orders or to add additional comments to appointments.

In Scheduling Appointment Book, navigate to the appropriate bookshelf.



- Find the appointment to be modified.
- Right click on the appointment.
- Select Actions.
- Select Modify.

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10:00	Add New Appo	ointment			Contact			
10:30	Book Request			l	Modify			
11:00	Confirm Reque	est			Reschedule			
11:30	Remove Reque	st			Hold			
12:00	Recur Appoint	ment			Cancel			

• The Modify window appears.

• To modify the procedure order, click on the **Orders tab**.

Click OK.

Make the required modifications.

 Select a reason with a prefix of SN from the Modify reason drop down menu.

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• The appointment will now be updated.